



The Manor

Preparatory School

ADMISSIONS POLICY

Date Policy Reviewed:	2 April 2025
Date of Next Review:	2 April 2027
Person(s) Responsible for Review:	SLT (DCAM)

The Manor Preparatory School (The Manor) is a co-educational independent school for children aged 2 to 11 years. The School has 375 pupils (correct on 01/09/24). Deciding on the right school for your child is very important and we believe that a personal visit is invaluable; we very much hope that you and your child will come to one of our open events which are held throughout the school year. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times for a Private Visit, either in person or virtually. Please contact the Director of Admissions on 01235 858462 or email admissions@manorprep.org to arrange a visit. If for any reason it is not possible to hold open events or arrange school visits because of circumstances beyond the School's control, then the School will publish alternative arrangements on its website.

THE ENTRY PROCEDURE

The Manor is a broadly non-selective school. The suitability of the School for a prospective pupil is decided based upon a Taster Visit (for entry into Pre-Nursery, Nursery or Reception) or Taster Day/Assessment (for entry into Years 1 to 6). These Taster Visits/Days offer the opportunity for observation of each child in a classroom/social setting and include an academic assessment (depending on the age of the child). We also ask for a written and/or verbal reference from the child's current school/setting and for their most recent School Report. Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

Although our largest intakes of pupils each year are into Pre-Nursery, Nursery and Reception, we admit pupils into every year group, every term, where spaces are available and entry requirements have been met.

Children will be admitted into their correct National Curriculum year group apart from in exceptional circumstances where the School and parents agree that a different year group will be more appropriate for the child. Should a child be placed 'out of year group', their social and academic progress will be closely monitored and the School reserves the right to adjust their year group where necessary.

There is no specific registration deadline as we prefer to keep our Admissions Process flexible, however, we advise registration at least one year ahead of the point of entry. Pupils are considered in registration date order. The School's Registration Form is available on the School's website and from the Director of Admissions (admissions@manorprep.org).

EQUAL TREATMENT

The Manor aims to encourage applications from applicants with as diverse a range of backgrounds as possible. We are mindful of our obligations under the Equality Act 2010 during the Admissions Process. This enriches our community and is vital in preparing our pupils for today's world. Bursaries are offered in order to make it possible for as many as possible who meet the School's admission criteria to attend the School. The School's provision for bursaries is described on page 5 below.

The Manor is committed to equal treatment for all, regardless of an applicant's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

SPECIAL EDUCATIONAL NEEDS

The Manor does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all of our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with suspected and diagnosed special educational needs, disabilities, medical conditions or allergies to discuss their child's needs with the School at the outset of the admissions process so that we can make adequate provision for them both during the admissions process and if they gain a place at the school.

Parents are required to provide, with the Registration Form, full details of all relevant information, including any reports (including any educational psychologist reports, medical reports or other relevant expert third party reports), materials or information about their child's needs, and this may include any final or draft EHC Plans. This is so that the School can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others, should they gain a place at the school.

Where parents of a prospective pupil feel their child requires adjustments, the School will discuss with parents (and their child's medical advisers and current educational setting, if appropriate and with parental permission) the adjustments proposed and whether they can reasonably be made for the child if they were to become a pupil at the School. If we do not receive parental permission for these discussions with third parties, the School may not have sufficient information to assess their child's needs and make a decision on whether a place at the School can be offered.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents

are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

Where a child is admitted to the School, progression from one year group to the next is usually automatic, unless it is felt that this would not be in the best interests of the child and/or the other children, and where the School is no longer able to cater for the child's needs. In such cases, there will be consultations with the relevant senior member/s of staff (e.g. Section Head, SENCo, Deputy Heads or Head) in advance of the year end. The School will also discuss this with the parents and they will be given advice and assistance regarding their child's needs. More information can be found in the School's SEND/Learning Support Policy.

ADMISSIONS CRITERIA

The Manor's admissions criteria are:

- a successful Taster Visit or Taster Day/Assessment (age appropriate)
- a satisfactory confidential reference from the applicant's current/last school or nursery
- a satisfactory recent school report from the applicant's current/last school or nursery, and
- parent / guardian commitment to the School's aims and ethos

We reserve the right to restrict the offer of places to children whom we feel can benefit from the broad and varied curriculum offered, make a positive contribution to the School community and who will thrive in our setting.

All applicants must have the legal right to live and study in the UK. Information for Overseas Applicants can be found below.

Pupils are considered in registration date order but if we need to decide between two or more applicants who meet our admissions criteria, we may give preference to:

- A child who already has a brother/sister in the School or registered to join the School
- Families where all eligible siblings will join the School
- A child whose parents wish the child to progress through to Year 6
- A child who either requires an immediate place or who is able to proceed immediately with the admissions process
- A child whose parent is a current member of staff

REGISTRATION

In order for the School to consider a child for a place at The Manor, the parents or legal guardians of the child must submit a completed registration form and pay the non-returnable registration fee. If one parent registers a child, the School may reasonably request details of any other person with parental responsibility of the child. Permission is required by all those with parental responsibility for a child to enter the School. The registration of a child does not guarantee a place at the School. Admission will be subject to the availability of a place and the child satisfying the admission requirements.

TASTER VISITS, TASTER DAYS AND ASSESSMENTS

Once a child is registered, a Taster Visit or Taster Day/Assessment can be arranged.

During Taster Visits and Taster Days, The Manor will be looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in music, drama, art and sport. There are many extra-curricular activities on offer, all of which are important in developing a well-balanced, confident individual. We expect high standards of

conduct and will look for pupils who are able to behave well on their own and with others so that they can fully benefit from the provision we offer.

No specific preparation for our Taster Visits or Taster Days is needed; all applicants start on an equal footing.

The timing of Taster Visits and Taster Days/Assessments will vary depending on the age and entry point of the child.

Pre-Nursery and Nursery

Parents of Pre-Nursery and Nursery children are required to attend at least one play-based Taster Visit, of up to one hour, with their child before a formal offer is made. This is to ensure that the child has the ability and potential to benefit fully from what the School offers and that they will thrive in our setting. In some cases, applicants will be asked to return for a second visit.

There is no additional admissions process from Nursery into Reception; it is assumed that Nursery children will progress through the school unless there has been consultation between the School and the parents around the suitability of the setting for the child's needs.

Reception

For Reception applicants for the forthcoming academic year, parents are asked to leave their child with us for an hour's visit. We observe their social interaction and their language, numeracy and concentration skills within the play session to ensure that the child has the ability and potential to benefit fully from what the School offers. In some cases, applicants will be asked to return for a second visit.

For Reception applicants for the current academic year, the procedure is as for Years 1-6.

Years 1 to 6

In all cases there will be a Taster Day and Assessment to explore the applicant's interests, attitude to school, personal qualities and ability to contribute to the school community. The assessment will usually look at reading, spelling and Maths skills, but may be adapted for EAL pupils and those with SEND. In some cases, applicants will be asked to return for a second Taster Day.

Where a child is unable to attend a Taster Visit or Taster Day in person, for example because they live abroad, it may be possible for a remote alternative to be arranged. This will depend, in part, on the child's written and verbal English skills; it may be necessary for us to meet the applicant in person in order to assess them and fully understand what language support they are likely to need if they join the School. Where a Special Educational Need or Disability has been declared, an in-person Taster Day will be required. Offers of places will not be made to children who have not visited the School, unless there are exceptional circumstances.

OFFER AND ACCEPTANCE

Following the Taster Visit or Taster Day/Assessment, if a formal offer of a place is made, the applicant's parents/guardians will be sent an offer package containing the following documents:

1. Offer Letter
2. Acceptance Form
3. Confidential Information Form
4. Terms and Conditions (Parent Contract)
5. Privacy Notice
6. School Rules

In order to secure a child's place at the School, the parents/guardians will need to complete and return the Acceptance Form and Confidential Information Forms, in hard copy format, including the original signature/s of all those with legal parental responsibility for the child. The Acceptance Deposit must also be paid at this point. By signing the Acceptance Form and paying the Acceptance Deposit, parents must agree to the terms upon which the School will educate their child. These are contained in the Terms and Conditions (Parent Contract) which is included in the offer package. Acceptance is required within the time period specified in the Offer Letter; usually two or three weeks.

Pre-Nursery and Nursery parents will be asked to confirm their child's session pattern:

- Our minimum requirement in Pre-Nursery is two mornings
- Our minimum requirement in Nursery is three mornings

The School will not offer a place if we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk.

SIBLING POLICY

Most siblings will join us at The Manor. Early registration is strongly recommended so that their application can be considered before places are filled. The entry procedure for children who already have siblings at The Manor is the same as that for children who do not have siblings at The Manor. Admission of siblings is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

DEFERRALS

The School is happy to consider requests to defer accepted places for a term or more, beyond the date on which it was originally agreed that the child would enter the School. Requests for deferral are not always accepted and will be considered on a case by case basis. The place may be forfeited and is subject to the usual notice requirements as detailed in the School's Terms and Conditions (Parent Contract). Please contact the Director of Admissions to discuss any deferral requirements.

BURSARIES

The Manor offers a means-tested bursary scheme for children from Reception upwards. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need but can, in exceptional circumstances, extend to full fee remission in cases of proven need.

The Bursary application window is open between 1 September and 31 December of the year preceding entry. Applications are only accepted during this time and only for entry the following September.

Applications are reviewed in January. By the end of February, applicants are either notified that they have been unsuccessful, or receive an indication that their application has progressed to the second stage, although this does not carry a guarantee that an award will be made.

The next stage includes a home visit by an independent auditor and will take place in February or March. Final decisions will be made at the end of March for a September start date.

The Bursary application process sits alongside our normal admissions process. Registration is usually requested once an application has progressed to the second stage and a Taster Day/Visit is usually only arranged once a Bursary offer has been made.

Please note that registering a child does not guarantee a Bursary offer. The offer of a Bursary is always conditional upon meeting the admissions criteria (including a successful Taster Day/Visit) and receiving a formal offer of a place.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.

A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Terms and Conditions (Parent Contract).

FINANCIAL INFORMATION

Any applicant for a place at the School, including those who apply for bursary support and overseas applicants, may, at the discretion of the School, be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the School's fees (or any percentage of the fees still payable if a bursary is granted).

OVERSEAS APPLICANTS

We welcome overseas pupils, who can study at The Manor provided that they have the legal right to enter, live and study in the UK and that they meet our admissions criteria.

The Manor has Child Student Route Sponsor Status. Any pupil requiring admission under the Child Student Route will be required to produce passport and visa documentation, as well as proof of parents/legal guardians, one of whom must be resident in the UK, and must satisfy all Student Route requirements before a Confirmation of Acceptance for Studies (CAS) will be assigned by the School. The School will require one full year's fees in advance for pupils requiring a Child Student Route visa.

FLUENCY IN ENGLISH

All children for whom English is an additional language (EAL) are required to learn in English but support will be made available, depending on the child's age/stage, wherever possible. Parents should be mindful that such support may incur additional charges which will be charged to parents as an extra.

The Manor requires that all applicants for Years 2 to 6 with EAL should be working at the equivalent of Bell Foundation Band B ('Early Acquisition'). Please find out more at: <https://www.bell-foundation.org.uk/resources/eal-assessment-framework/levels-of-proficiency-in-english/>

RELIGIOUS BELIEFS

Although The Manor has Christian roots, we welcome applications from prospective pupils of all faiths and of no faith. The School does not select for entry on the basis of religious belief.

RECORDS AND REVIEW

Applicants' details will be held on file with due regard to data protection legislation. Please see the School's Privacy Notice for further information about how the School collects, uses and processes personal data.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. For more information please see our Data Protection and Data Retention Policies.

ATTENDANCE AND ADMISSIONS - STATUTORY GUIDANCE AND REPORTING DUTIES

The school follows the DfE statutory guidance; '[Working Together to Improve School Attendance](#)' and '[Keeping Children Safe in Education](#)'. Further information about our attendance expectations and procedures can be found in our Attendance Policy and our Safeguarding Policy, both of which are available on the school website.

The school carries out its duties with regard to the Admissions Register and reports to the Local Authority in accordance with the statutory guidance '[Children Missing Education](#)'.

COMPLAINTS

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request. The Complaints Procedure is not available for use by prospective parents. Any complaints relating to the admissions process should be addressed to the Head.